

SUGGESTED PROOFS OF COMPLIANCE (SPOC)

This document is a guideline **only** for Accreditation Managers and Assessors to utilize when determining what **can** constitute proof for each standard. It is impossible to list the multitude of proofs that could be used by an agency for compliance, which is why it is crucial to remember that these suggested proofs are not and cannot be all-inclusive. They are only suggestions! It is also **NOT** necessary to have each and every one of these proofs listed below in the standard folder. Also, it is **not** necessary to have multiple amounts of each proof in the compliance folder. Common sense should dictate. If the standard calls for an annual report, then an annual report for **each** year (on re-accreditation) should be in the folder. If the standard calls for a quarterly report, a sampling (possibly two of the four quarterly reports) per year can constitute compliance. In general it is **not** necessary to over fill the folders. Compliance can be met by a single example per year but certainly no more than two per year would be necessary or expected.

ADMINISTRATION

ADM.01.01

SPOC: Written Directive; Copy of actual signed Oath of Office for sworn department member; Recording (i.e. picture or video) of a swearing in ceremony

ADM.01.02

SPOC: Written Directive; Proof that officers have received written directive; Signed code (if the directive requires a signature); Training record showing that personnel have been trained in reference to the written directive; Training outline; Training attendance record; Picture of Code of Ethics prominently displayed

ADM.02.01

SPOC: Written Directive; Proof that officers have received written directive; Training attendance record; Picture of written directives manual centrally displayed supporting directive requiring distribution

ADM.02.02

SPOC: Written Directive; Proof that officers have received written directive; Training record showing that personnel have been trained in reference to the written directive; Reports demonstrating that procedures were followed; Sample forms used to carry out procedures; Call out list for interpreters

ADM.02.03

SPOC: Written Directive; Incident reports that show proof of standard

ADM.02.04

SPOC: Written Directive; Proof that officers have received written directive; Training record showing that personnel have been trained in reference to the written directive; Reports demonstrating that procedures were followed; Sample forms used to carry out procedures; Photo of requirements posted in a central area for arrest bookings; Documentation that manuals provided by the State Department are readily available

ADM.02.05

SPOC: Written Directive; Proof that officers have received written directive; Training record showing that personnel have been trained in reference to the written directive; Reports that might demonstrate that procedures were followed; Picture of citizen complaint procedures posted in a prominent area for the public; Media articles and press releases referencing this written directive and/or philosophy

ADM.03.01

SPOC: Written mission statement; Proof that officers have received mission statement; Photo of mission statement prominently on display at a central location within department; Department annual report containing mission statement; Media release of mission statement; Planning documents reflecting consideration of the mission statement in planning departmental goals and objectives

ADM.04.01

SPOC: Copy of department's current goals and objectives; Proof of annual review – dated memo from department CEO indicating review, and/or several annual updates showing changes; Proof of dissemination or availability to personnel such as a photo of prominent posting or distribution logs; Department annual report containing goals and objectives; Council or Board meeting minutes containing department goals and objectives read into the minutes; Media release of department goals and objectives; Planning documents reflecting use of department goals and objectives in assigning of department resources

ADM.05.01

SPOC: Written directive; Proof that officers have received written directive; Signed record that written directive was distributed; Training record showing that personnel have been trained in reference to the written directive; Training outline; Training attendance record; Reports demonstrating that procedures were followed; Sample forms used to carry out procedures; Pictures from training; Court records; Media releases

ADM.05.02

SPOC: Written directive; Proof that officers have received written directive; Training outline; Training attendance record; Photos from training

ADM.05.03

SPOC: Written directive; Proof that officers have received written directive; Samples of procedures being followed, i.e., Use of Force Report, Incident Report showing use of force and procedures followed; Media releases

ADM.06.01

SPOC: Written directive; Proof that officers have received written directive; Training record showing proof that personnel have been trained in reference to the written directive and standard; Proof of outcome of training, i.e. qualification forms; Proof that procedures for Bullets C&D have been followed; Photos of training; Sample forms proving procedures have been followed

ADM.07.01

SPOC: A written statement issued by a unit of government, or a law or ordinance, or a combination, designates the authority and responsibility of the Chief Executive Officer

ADM.07.02

SPOC: Written directive/statement/memo, etc.; Proof that officers have received a copy of the protocol; Proofs that protocol has been followed through memos, media releases, etc.; Organizational charts; Organizational Board; Memos or media releases that would show protocol was followed

ADM.07.03

SPOC: Photo of prominent display or posting of organizational chart; Copy of organizational chart; Organizational board; Receipt showing personnel have received copy of organizational chart

ADM.07.04

SPOC: Written directive; Proof that employees have received written directive; Reports, memorandums, media releases, etc., (if available) demonstrating that procedures were followed; Training records; Interview of selected employees

ADM.08.01

SPOC: Job descriptions for each position in the agency to include necessary skills, knowledge and abilities

ADM.09.01

SPOC: A set of all written directives for assessors to see; Memorandums, media releases, etc., proving bullets

ADM.09.02

SPOC: Written directive; Proof of receipt of agency directives by affected personnel; Photos of accessible locations of directives; Observation during walk-thru of locations of directives, i.e., division offices, work areas, etc.; Issuance of manual or disk with directives and receipt forms

ADM.10.01

SPOC: Written directive; Job description; Interview with appropriate personnel

ADM.11.01

SPOC: Written Directive; Samples of proof of each bullet; Interview with Crime Analyst

ADM.12.01

SPOC: Written directive; Copy of applicable Code of Virginia; Copy of criteria from Academy; Copy of criteria established by DCJS; In-Service documents; Proof of training

ADM.13.01

SPOC: Code of Virginia; Written directive, if applicable; Memorandums of Understanding or Agreement between agencies

ADM.14.01

SPOC: Copies of written agreements; Memorandums and/or correspondence between agencies; Notes from meetings held; Interview of officers and/or personnel from other criminal justice agencies/emergency service agencies

ADM.14.02

SPOC: Copies of Brochures; Walk-thru of agency showing brochures, etc., readily available to employees; Phone numbers of important/most frequently used resources/agencies; Interviews with agency personnel

ADM.15.01

SPOC: Written directive; Copy of county/city procedures for standard; Interview with personnel responsible for bullets in standard

ADM.15.02

SPOC: Spreadsheets from agency's finance section; Interview with personnel responsible for accounting system; Samples of each bullet

ADM.15.03

SPOC: Written Directive; Documentation/proof for each bullet (receipts, invoices, copy of audit, copy of quarterly accounting)

ADM.15.04

SPOC: Written Directive; Inspections of armory; Copies of inventories, etc.

ADM.15.05

SPOC: Written Directive; Copy of an inventory of capital assets

ADM.16.01

SPOC: Written Directive; Agency logs; Incident reports proving evidence function performed prior to end of tour of duty; Copy of Incident report showing how property came into agency's possession; Packaging and labeling guidelines; Safe or other extra security measure for exceptional, etc. items of property; Report or form proving notification of owner of property; Observation of property / evidence rooms on agency walk-thru; Interview with Evidence Custodian / Property Clerk, etc.

ADM.16.02

SPOC: Written Directive; Observation of property/evidence room(s) on walk-thru of agency; Interview with authorized personnel; Sample records of status of property held by agency; Sample property return receipts

ADM.16.03

SPOC: Quarterly inspection reports; Inventory if property manager is assigned and/or transferred from this duty; Copy of annual audit; Copy of biannual unannounced inspection; Interview with Property / Evidence Manager

ADM.16.04

SPOC: Sample reports, forms, etc., proving final disposition of property; Copy of appropriate Code(s) of Virginia

ADM.17.01

SPOC: Copy of written contract(s) detailing each bullet

ADM.18.01

SPOC: Written directive stating that information will be made available to the public on procedures to make complaints; Observation (during walk-thru of agency) showing where public complaint procedures are posted; Brochures, PSA Tapes, or Actual Web Page showing public complaint procedures

ADM.18.02

SPOC: Written Directive; Log or record of proof that agency has recorded, investigated, and adjudicated all complaints per the standard

ADM.18.03

SPOC: Written Directive; Proof that employees have received written directive; Interview with Internal Affairs Investigator

ADM.18.04

SPOC: Written directive stating records are maintained in secure area; Observation (during walk-thru of agency) showing where records are maintained; Photo showing secure area where records are maintained; Interview with Internal Affairs Investigator

ADM.18.05

SPOC: Sample of written statement to employee (Names MAY be blacked out); Sample of agency notification to complainant

ADM.19.01

SPOC: Written directive specifying standard bullets; Random sample(s) of line and staff inspections

ADM.20.01

SPOC: Written directive specifying standard bullets; Copies of sample fliers, brochures, meeting agendas/minutes, etc., Copy of a list that includes emergency contact numbers of agency representatives and services provided (i.e., EMS, fire, schools, housing authority, hospitals, physicians, churches, civic groups, hope house, etc.) for a liaison organization or group; Copy of goals and objectives; Copy of mission statement

ADM.20.02

SPOC: Annual report that encompasses the standard bullets; Neighborhood Watch information; Patrol assignment sheet; CAD reports and/or correspondence requesting extra patrol; Copies of community surveys; IBR and CAD reports; Suspicious activity information provided by community and residents; Monthly crime prevention activities calendars; Reports on programs presented to include number present and topic covered along with additional concerns; Crime analysis data targeting problem areas; Graphs showing an increase in specific communities; Any changes in policy or procedure resulting from community concerns

ADM.20.03

SPOC: The survey may be conducted by mail, in person, printed in newspapers, posted on agency web site or by telephone and results of the survey may be provided to the community

ADM.21.01

SPOC: Written directive or memorandum or procedure; Crime analysis reports; Monthly crime prevention reports that address bullets and how met; Brochures; Selective enforcement assignments

ADM.21.02

SPOC: Copies of meeting minutes that show input by the agency; CPTED training

ADM.22.01

SPOC: Written directive; Sample news releases, either written, taped, or audible; Interview

ADM.22.02

SPOC: Written directive and/or sample video/newspaper article showing news media controls; Interview; Copy of applicable Code of Virginia

ADM.22.03

SPOC: Written directive and samples of actual VFOIA requests/disseminations, if there are any; Interview Records Manager or VFOIA Officer

ADM.23.01

SPOC: Written Directive; Brochures, cards, etc.; Copy of applicable Code of VA

ADM.23.02

SPOC: Written Directive; Sample brochures or cards that are given to victims/witnesses and/or sample IBR showing in narrative that information was given to victims/witnesses, etc.

ADM.23.03

SPOC: Written directive; Interview with Victim/Witness Advocate and/or sample property return form and/or interview with Officer/Investigator

ADM.23.04

SPOC: Written directive; Samples of actual services provided and/or letter to file from CEO stating there have not been any line-of-duty deaths or serious injuries; C.O.P.S. info; Copy of applicable Code of Virginia

ADM.24.01

SPOC: Written Directive; Written statement from CEO stating actual person that is responsible for this function; Liaison statement for agency's that do not have communications function; Copy of job description

ADM.24.02

SPOC: Written Directive; Observation on agency walk-thru

ADM.24.03

SPOC: Written Directive; Copy of FCC License

ADM.24.04

SPOC: Written Directive; Observation of 911 or other toll-free lines for citizens of this jurisdiction and/or Interview with person in charge of communications function; Phone books showing 911 or other toll-free numbers

ADM.24.05

SPOC: Written Directive; Sample CAD print-out showing each standard bullet highlighted; Interview with dispatcher; Observation on agency walk-thru

ADM.24.06

SPOC: Written Directive; Interview with officer/dispatcher; CAD Manual; Observation on agency walk-thru

ADM.24.07

SPOC: Written Directive; Sample duty roster; Sample of agency member phone numbers; Observation on agency walk-thru; Interview with dispatcher

ADM.24.08

SPOC: Written Directive; Observation on agency walk-thru; Photo of door locks and fire extinguisher; Photo of generator; Photo of back-up communications center; Photo of UPS

ADM.24.09

SPOC: Written Directive or SOP; Observation on agency walk-thru; Interview with Communications Supervisor

ADM.24.10

SPOC: Observation of Alternate Source of Electrical Power on agency walk-thru and/or Photo of same; Samples of testing/maintenance on Alternate Source

ADM.25.01

SPOC: Written Directive; CAD entry or CAD activity report highlighting each bullet on the CAD printouts; Interview with Officer/Dispatcher

ADM.25.02

SPOC: Written Directive or SOP; Virginia state code; CCRE; Ten print (Livescan) printout; RMS (Records Management System) printout; Photo of Records Section; Observation on agency walk-thru; Interview

ADM.25.03

SPOC: Written directive; Virginia state code; RMS printout showing menu with separate adult and juvenile; Criminal history record request; Memo's or other correspondence about records security; Observation on agency walk-thru

ADM.25.04

SPOC: Photo of index; Observation on agency walk-Thru; Soundex printout; Interview

ADM.25.05

SPOC: CAD Call Information; CMS Property Lookup; CAD Log by Call Type and Location; Interview; Observation on agency walk-thru

ADM.25.06

SPOC: Written directive; Samples of incidents with unique numbers; CAD calls printout listed by numbers; incident reports printout listed by number

ADM.25.07

SPOC: Written directive; A suggested set of field reporting forms would include the following: Offense Report; Supplemental Report; Traffic Accident Report; Arrest Report; Property Report; Prosecution Report; and Miscellaneous Incident Report. The forms may be more specialized than those listed (e.g., crimes against persons, crimes against property,) however; those listed represent a fairly complete set; Report Writing Manuals; Lesson Plans; Examples of completed Report Forms

ADM.25.08

SPOC: Written Directive; Example of arrest entry; Example of arrest report; Photos of area where fingerprint cards and arrest photos are stored; Observation on agency walk-thru; Interview

ADM.25.09

SPOC: Sample RMS Accident Tracking Report; Sample Roadway Safety-Hazard Report; RMS Accident Analysis Report; Requests for special enforcement as result of accident analysis

ADM.25.10

SPOC: Written Directive; Virginia state code; VCIN audit information and/or manuals; NCIC/VCIN Entry; Request for NCIC/VCIN entry form; Warrant Control Form; RMS printout; Photo of warrant section; Interview

ADM.25.11

SPOC: Written directive; Virginia state code; VA records retention schedule; VA Library of Records website; Interview

ADM.25.12

SPOC: Written directive; Memo's; Roll call sheets; Example of reports turned over to others for follow up; Interview

OPERATIONS

OPR.01.01

SPOC: Written Directive; Interview with officer

OPR.01.02

SPOC: Written Directive and/or photo of vehicles with markings and siren and emergency lights and radio; Observation during Static Display; Interview

OPR.01.03

SPOC: Written Directive and/or photo of unmarked vehicle showing siren and emergency lights and radio; Observation during Static Display; Interview

OPR.01.04

SPOC: Written Directive; Photo of officer wearing safety belt and/or Interview with Officer; Copy of training lesson that deals with seat belt use; VA state code

OPR.01.05

SPOC: Written Directive and/or memorandum reference body armor and/or photo of officer wearing body armor and/or invoices for purchase of body armor; Observation at static display of officer wearing body armor

OPR.01.06

SPOC: Written directive; Administrative regulations, i.e., Memorandums, Manufacturers and/or operators manuals; Interview

OPR.01.07

SPOC: Written Directive and samples of shift schedules or other documentation showing standard bullets; Personnel memo showing assignment made; Copy of rotation schedule for patrol; Shift printout showing officer working a different beat on different days

OPR.01.08

SPOC: Written Directive; Copies of training certificates and/or rosters; Observation at static display; Operations Manuals for special units covering requirements listed in this standard
Examples of the above would be: Horses, canine teams, bicycles, motorcycles, mobile command post, SWAT vehicles, Forensic Vehicle, Aviation Unit, Marine Patrol Unit, trailers.

OPR.01.09

SPOC: Comprehensive pursuit policy that covers all of the items in the standard. Communications unit policy manual/training lesson plans; Use of force policy that covers forcible stopping/roadblocks

OPR.02.01

SPOC: Written Directive that covers the standard for both line officers and investigators to include – documentation of physical evidence, managing and protecting the crime scene, locating and interviewing complainant witnesses and suspect; Sample IBR highlighting standard bullets

OPR.02.02

SPOC: Written Directive giving specifics on how case dispositions are determined and action taken with each type and, if applicable, observation/printout of the computer program that tracks case history; Interview

OPR.02.03

SPOC: Written Directive; Operations Manual; Interview an officer that conducts follow-up investigations; Sample IBR

OPR.02.04

SPOC: Written Directive; Interview with records manager; Copy of case folder showing control number, case coordinator; if documents are purged show documentation of purged records in compliance with State of VA Retention Schedule; Copy of the State of VA Records Retention Schedule

OPR.02.05

SPOC: Sample of “on-call” system such as monthly call-out schedule; Interview with Investigator; Copy of an overtime log

OPR.02.06

SPOC: Written Directive; Observation of the file location (security) on agency walk-thru; Photo of file location showing security; Copy of informant payout form; Copy of an informant file (names may be blanked out)

OPR.03.01

SPOC: Written Directive indicating that the agency investigates these types of complaints; Printout of a call for service and/or incident report for this type of complaint

OPR.03.02

SPOC: Observation during Walk-Thru or Photo of file room (area) showing the specific files listed in the standard are secured and separated from general files

OPR.03.03

SPOC: Policy on use of equipment; Sign out sheets for equipment (including approval for use and to whom it was issued); List of available equipment

OPR.03.04

SPOC: Written Directive detailing the reporting structure up through the Chain of command on these offenses

OPR.03.05

SPOC: Written Directive; Raid plan check off sheet; Briefing report of a planned operation; Interview

OPR.03.06

SPOC: Written policy on Asset Forfeiture (procedures, responsibilities, etc.); Copies of DCJS Asset Seizure Reporting forms; Seized Property Disposition Sharing form; Circuit Court Documents; Copies of federal seizure reporting forms (if applicable)

OPR.04.01

SPOC: Written Directive that includes the language in the standard; Report/arrest documentation from a patrol officer handling a juvenile incident; any documentation indicating the Departments participation in special projects dealing with juveniles such as DARE, SRO items, etc.

OPR.04.02

SPOC: Written Directive; IBR of juvenile offenders where the disposition was handled by all three methods

OPR.04.03

SPOC: Written Directive; Petition information forms; Rights Waivers forms; Incident Report; Copy of Detention Order; Copy of CHINS report/form

OPR.04.04

SPOC: Written Directive; Lesson Plans (DARE, Class Action); SRO stats; sample quarterly reports (grant positions); Career Day

OPR.05.01

SPOC: Written Directive; Simulated training exercises; State-wide mutual aid agreements; TV and media events; lesson plans or outlines; mobilization plans; incident reports

OPR.05.02

SPOC: Display on agency walk-thru; Photo of where plans are located

OPR.05.03

SPOC: Written Directive; Incident reports; Photographs; Lesson Plans; Media Releases; Special Event Packets

OPR.06.01

SPOC: Written Directive; After Action Reports; Operational Plan; Incident Report

OPR.06.02

SPOC: Written Directive; Announcement for selection; Memo's; Any test results (names can be blanked out)

OPR.06.03

SPOC: Static display; Photographs; Equipment assignment sheets; Interview

OPR.07.01

SPOC: Written Directive; Sample incident reports showing arrest; Sample traffic summonses, etc.

OPR.07.02

SPOC: Sample uniform traffic summonses showing area marked to contact court, defendant's copy and rights; Directive; SOP; Policy; Memo, etc.; Court Docket showing pre-paid fines prior to court hearing; Virginia Prepayment Form

OPR.07.03

SPOC: Written Directive; Sample traffic summonses

OPR.07.04

SPOC: Written Directive; Video tape from in car camera; Observation; Interview

OPR.07.05

SPOC: Written directive; Accident Investigation Reports; Calls for Service; Fire Department calls to Hazardous Scenes; FR-300 Reports

OPR.07.06

SPOC: Written Directive; SOP's; Interview; IBR report with bullet information highlighted

OPR.07.07

SPOC: Written Directive; Documentation showing that an item of personal belonging of an accident victim has been taken for safekeeping

OPR.07.08

SPOC: Written Directive; Picture of an officer directing traffic at the scene of a traffic accident; Report stating that traffic control was provided at the scene of an accident; Lesson plan from academy; Picture of an officer directing traffic using accepted hand signals or gestures (Should have traffic vest on in picture); Observation on ride along

OPR.07.09

SPOC: Written Directive; Photo of police unit escorting a funeral procession or parade or an Operations Report detailing where an emergency escort was provided

OPR.07.10

SPOC: Written Directive and/or actual incident report involving roadblock (if used and if available) and/or incident report involving checkpoint and/or roll-call training sheet showing that officers were trained in the agency's Use of Force policy specifically use of roadblocks and/or checkpoints

OPR.07.11

SPOC: Written Directive; Actual Operations Report where an officer provided assistance to a motorist for each bullet

OPR.07.12

SPOC: Written Directive; Highlighted copy of the Code of Virginia related to abandoned vehicles; Highlighted city or county ordinance concerning abandoned vehicles; Copy of agency Vehicle Tow Sheet or report showing where an abandoned vehicle was towed by the agency

OPR.08.01

SPOC: Written Directive; Picture of a prisoner being transported showing restraints being used; Picture of an arrestee before transportation showing the proper seating arrangement; Photo of an officer searching the transport vehicle; Photo of an officer searching a prisoner before transportation; Interview with transportation officer

OPR.08.02

SPOC: Highlighted copy of the agency's written directive concerning transportation and handling of sick, injured, handicapped, mentally ill, or prisoners suspected of carrying a communicable disease such as AIDS or hepatitis. Communications Log Sheet showing that someone was transported according to the directive. Documentation of an instance where someone was transported to a medical facility and hospital protocol was followed, i.e., an injured prisoner was transported to a medical facility for treatment.

OPR.08.03

SPOC: Written Directive; Copy of a communications log sheet showing where policy was followed during the transportation of a prisoner of the opposite sex; i.e., vehicle mileage and time frame

OPR.08.04

SPOC: Written Directive; If possible, an actual escape incident detailing any actions taken according to policy; Communications log sheet showing that notification was made in a timely manner and according to policy; IBR report detailing the events of the escape

OPR.09.01

SPOC: Written Directive; Picture of a prisoner restrained according to agency procedures; Approved restraints on display during Static Display; Interview

OPR.10.01

SPOC: Written Directive; Lesson plan; Acknowledgement of training form; Interviews

OPR.10.02

SPOC: Written Directive; Photo documentation; Interview; Visual inspection

OPR.10.03

SPOC: Written Directive; Interview; Any report or other official documentation of an incident of escape

OPR.10.04

SPOC: Written Directive; Interviews; Photo documentation; Observation of a search of a prisoner prior to entering the lockup

OPR.10.05

SPOC: Written Directive; Observation on agency walk-thru; Interview; Visual inspection paying particular attention for the existence of video or audio/visual technology; Photo documentation; Official documentation concerning the preparations of the room (i.e., noting search and clearance of room); Documentation of the receipt of training of assigned personnel

OPR.11.01

SPOC: Written Directive; Interviews; Review of any documentation such as official reports of any incident or trial; Inspection of equipment; photo documentation; Inventory list

OPR.11.02

SPOC: Written Directive; Documentation of the receipt of training of assigned personnel; Interviews

OPR.11.03

SPOC: Written Directive; Copy of the job description for this responsibility; Any other official department documentation such as a memorandum or personnel order

OPR.11.04

SPOC: Written Directive; Copy of a logbook that documents searches; Interviews of assigned personnel

OPR.11.05

SPOC: Written Directive; Inventory List; Inspection Lists; Photo documentation

OPR.12.01

SPOC: Written Directive; Sample printout of computer screen; Sample warrant jacket or excerpt from an official logbook

OPR.12.02

SPOC: Written Directive; Copy of the Code of Virginia relating to civil process service; Unit manual or handbook; Copies of documents served (with returns completed); Interviews

OPR.12.03

SPOC: Written Directive; Copy of the Code of Virginia relating to criminal warrant service; Copies of served warrants; Capiases; Summons in lieu, etc., with returns

OPR.12.04

SPOC: Written Directive; Copy of the Code of Virginia relating to items levied upon or seized under lawful authority; Newspaper notices of auctions, sheriff's sales, etc.

OPR.13.01

SPOC: Written Directive; Copies of offense/incident reports; Samples of handout materials, brochures or pamphlets that would be provided by sworn personnel; Sample copies of arrest warrants served; Sample copies of emergency protective orders obtained by officers and served; Copies of applicable sections from the Code of Virginia; Any media documentation such as articles (or video) about sworn personnel and approaches to the issue

PERSONNEL

PER.01.01

SPOC: Written Directive; Copy of Code of Virginia; Brochures; Employment Announcement – web, newspaper, interagency publication; job application

PER.01.02

SPOC: Written Directive; Locality regulations; HR Rules, EEOC Poster, flyer, statement; Unit operating Manual

PER.01.03

SPOC: Written Directive; HR Policy; Training Certificate or Roster; Unit Operating Manual

PER.01.04

SPOC: Written Directive and/or Copy of Notification Acceptance/Denial; HR Policy

PER.01.05

SPOC: Written Directive; Photo of record location; Observation on Walk-Thru of Records; HR Policy

PER.02.01

SPOC: Written Directive; HR Policy

PER.02.02

SPOC: Written Directive; Job Descriptions

PER.02.03

SPOC: Interview and/or photo of location for complaints showing lock and/or alarm including office or storage; copy of complaint with confidential stamp or written directive

PER.03.01

SPOC: Written Directive; Database printout showing min – mid – max salaries; Completed forms

PER.03.02

SPOC: Written Directive; HR Policy; Completed forms (time sheets, request for use, etc.)

PER.03.03

SPOC: Written Directive; HR or Locality Policy; Brochures – Manuals, etc. could be added

PER.03.04

SPOC: Written Directive – could add completed clothing issuance forms

PER.03.05

SPOC: Written Directive; Interview

PER.03.06

SPOC: Written Directive; Interview

PER.04.01

SPOC: Written Directive; Requests for outside employment; Off-duty forms

PER.04.02

SPOC: Written Directive; Log sheet or sign up sheet; Memo's

PER.05.01

SPOC: Written Directive; Could include lesson plans, certificates of training, interview, etc.

PER.05.02

SPOC: Plan and/or written directive; Documentation showing review; Copy of evaluation comments; HR policy

PER.05.03

SPOC: Policy and/or Sample printout or training forms

PER.06.01

SPOC: Written Directive; Copy of evaluation (may blank out employee name); Sample performance evaluation of probationary employee

PER.06.02

SPOC: Written Directive – could include copy of evaluation; Interview

PER.07.01

SPOC: Written Directive; Copies of memoranda pertaining to the promotional process; Guidebook; Sub-unit manual or handbook that addresses the process of promotion; Municipal or county employee policy guidelines relating to the promotional process; Copy of announcements of promotional opportunities; Media releases announcing promotions, if available; Photo documentation (if available) of promotional ceremonies; Interviews

PER.07.02

SPOC: Written Directive; Sample copies of eligibility lists (most recent); Documentation of recent promotional process in which names were selected from eligibility lists

PER.08.01

SPOC: Written Directive; Municipal or county employee policies relating to grievances

PER.08.02

SPOC: Written Directive; Sample copies of actual grievance documentation (if available) names may be deleted or removed for the sake of confidentiality; Material that would document a grievance action at all stages (from initiation of the process to remediation or final response)

PER.08.03

SPOC: Written Directive; Municipal policy; Sample of correspondence acknowledging receipt of complaint; Any official agency forms relating to the action; Interviews and observation of records

PER.08.04

SPOC: Written Directive; Municipal Policy; Any authoritative documentation such as forms; Any copy of sample agenda's or order of events that would serve to document the convening of such grievance board

PER.09.01

SPOC: Written Directive; Copies of forms acknowledging receipt of such policy by employees

PER.09.02

SPOC: Written Directive; Samples of department forms that may be utilized in a disciplinary proceeding (i.e., specification sheet); Copies of written notification of charges; Letters of adjudication. SPECIAL NOTE: FOR THE SAKE OF CONFIDENTIALITY, ALL NAMES CAN BE STRICKEN/COVERED OVER, ETC., ON THE FORMS UTILIZED FOR DOCUMENTATION

PER.09.03

SPOC: Written Directive; Sample documentation or work product generated by the various levels of supervision

PER.09.04

SPOC: Written Directive; Sample adjudication or form of termination; Names can be obliterated; If no actions have transpired, memorandum to file from authority indicating such

PER.09.05

SPOC: Written Directive; Interviews; Observation of filing system on agency walk-thru; Photo

PER.10.01

SPOC: Written Directive; Copy of any lesson plan utilized in training; Receipt of training forms; Request forms for receipt of vaccinations; Sample incident reports or other authoritative form/documentation; Sample of vaccination record; Interviews; Observation during static display of personal protective equipment issued to personnel

TRAINING

TRN.01.01

SPOC: Written Directive; Virginia state code; Examples of completed evaluations; SKA forms; Excerpts from recruit officer trainee handbook for basic training and curriculum; Training records; Training certificates; Proof of academy certification; Condition of employment; VCIN certificates; DCJS forms; Courtroom security training certificates

TRN.01.02

SPOC: Written directive; Field training and evaluation program standard evaluation guidelines; Weekly observation reports completed by FTO; Monthly evaluation report; Final comprehensive report; Announcement of vacancy; Criteria and selection of FTO positions; Training certificates for FTOs; Schedule indicating rotation of recruits

TRN.02.01

SPOC: Written directive; Training certificates; Organizational chart; Evaluation of the career development program; Memo regarding requests for training; Memos regarding roll call training and other town/city/county training; OJT reports

TRN.02.02

SPOC: Memo or written directive requiring on-going specialized training; Training certificates; Training rosters; Lesson plans; After-training reports

TRN.02.03

SPOC: Training certificates; Department training list; Personnel order; Written directive or SOP or memorandum relative to standard

TRN.03.01

SPOC: Written directive; Proof that employees have received a copy; New employee orientation checklist and employment packet; Proof of orientation; Mission statement; Signed statement of understanding forms; Proof of general order manual issued to employee

TRN.03.02

SPOC: Written directive; Training certificates; Department training lists; Training roster

TRN.04.01

SPOC: Written directive; Training record; Request for training; Training certificates; Training rosters; Training report